

Report of Securities (Form-22)

Instructions for Deposits, Maturities, Withdrawals or Replacements

If company is establishing a savings account for maintaining the deposit, this form is not required. To make a cash deposit provide a check issued in the name of the **Company and Indiana Department of Insurance**, a cover letter requesting that a savings account be opened, and include the Company's tax identification number. If you prefer to open a joint-custody account with other securities or certificates of deposit, please follow these instructions.

Form 22 and affidavit must be submitted for establishing a new deposit, replacement of matured securities, or withdrawal/replacement of securities on deposit.

Maturing securities, including the renewal of a bank CD, need to be submitted one to two weeks prior to its maturity to allow sufficient time for processing.

On Form 22 a matured or replaced security will be reflected as a withdrawal and the replacement security as a deposit. A cover letter must accompany the form, requesting the matured or replaced security(ies) be released for the re-investment/re-deposit.

Form 22 and affidavit may be scanned and emailed. Forms **MUST** be submitted, with signed signature (NOT stamped) of a company officer, keeping a copy for company file until a copy is signed and returned via email, by this department.

Completion of Form 22

1. **NAIC#** - the number assigned to the company by the NAIC
2. **Sheet No.** - sheet # starts over each calendar year with sheet #1, then each sheet numbered consecutively
3. **Company name** -name of insurance company
4. **Date** -use the current date
5. **Receipt No.** -safekeeping receipt from bank
Cusip No. -cusip # for the security
6. **Description** -provide name/type of security, date of issue, rate, and maturity date
7. **Par Value Deposit** -par value of security being deposited
Par Value Withdrawal -par value of security being withdrawn
8. **Amortized Value Deposit** - total cost of obtaining the security
Amortized Value Withdrawal -amortized value at time of withdrawal
9. **Balanced Amortized** -Amortized Balance
10. **Par/Previous Balance** -last reported Par/Total Balance
11. **Deposit** -total of par value deposits
12. **Withdrawal** -total of par value withdrawal
13. **Par/Total Balance** -total of par/Previous Balance + Deposit – Withdrawal
14. **Amortized/Previous Balance** -last reported Amortized/Total Balance
15. **Deposit** -total of Amortized value deposits

16. **Withdrawal** -total of Amortized value withdrawal
17. **Amortized/Total Balance** -total of Amortized/Previous Balance + Deposit – Withdrawal
18. **Type name and title of company officer signing form**
19. **Signature of company officer must be an original not stamped**
20. All blanks and columns must be completed. Incomplete forms will be returned and the transactions will not be processed.

Any questions can be directed to Lindsay Gay at (317) 232-2383 or lgay@idoi.in.gov